JOB TITLE: Applications Developer/System Administrator

CLASS: Bargaining Unit

CATEGORY: Regular

STATUS: 0.25-.59 FTE, Hourly Wage, Non-Exempt

BENEFITS: Partially eligible

REPORTS TO: Administrative Service DPP

LAST UPDATED: June 29, 2012

JOB SUMMARY:

This position combines two technical areas of responsibility. The primary area is the development of software for Free Geek, primarily our internal database application (FGdb) but extending to other custom software needs. The secondary area is systems administration for Free Geek's technical infrastructure. This position participates in Free Geek's System Administration meetings (Technocrats). This position is represented by a union, and union membership is mandatory for new hires.

DETAILED RESPONSIBILITIES:

- Work with other staff to prioritize features and bug fixes related to FGdb and other software projects and work on these tasks based on established priorities.
- Work with the Technocrats to prioritize tasks related to system administration and work on these tasks based on established priorities.
- Work must be done in a way that allows other skilled volunteers to contribute to the project, although coordination of coding and system administration volunteers is not required.
- Handle maintenance and upgrades for the deployed software.
- Develop and maintain a current succession plan to ensure a smooth transfer of knowledge and duties in the case of turnover in this position.
- Recommend changes to policies and procedures to improve the effectiveness and efficiency of FGdb and system administration.
- Prepare regular simple and brief reports on features implemented and other changes that will affect software end users.
- Monitor performance metrics (number of bugs fixed, features implemented, etc.) and report as needed.
- Communicate with other Free Geek staff and volunteers about the needs of all areas, including on-site, face-to-face communication.
- Attend job-related meetings, participating in a way appropriate to the standards of the group.
- Keep abreast of relevant (and frequent) emails.
- Actively participate with other staff in keeping functionality in line with Free Geek philosophy and capabilities.
- Other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- General understanding of computer programming, Ruby on Rails, and standard programming practices.
- Knowledge of Git and/or using distributed version control systems, or a demonstrated ability to quickly become proficient in these skills.
- Demonstrated ability to learn the general overview of the code base and system infrastructure already in use.
- Ability to maintain a calm, positive and professional attitude at all times in a sometimes chaotic environment.
- Ability to consistently follow policies and procedures.
- Strong organizational skills and attention to detail.
- Fluency in spoken and written English.
- Good interpersonal skills.
- Demonstrable self-motivation and personal initiative.
- Proficiency with using standard free and open source software development tools.
- Ability to learn Free Geek documentation tools.
- Reliability and punctuality.
- Must not be afraid to ask questions, but must be able to work without direct supervision on a regular basis.
- Ability to remain flexible about duties and expectations as Free Geek grows and changes.
- Demonstrated interest in learning and training opportunities.

DESIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Fluency in another language besides English.
- General understanding of Free Geek, its mission, and community.